



## **WOL-PO5 Law Office Administration**

---

### **Description:**

Focusing on technological advances that are changing the practice of law, WOL-PO5 Law Office Administration, covers client relations and communication skills; legal fees, timekeeping and billing; client trust funds and law office accounting; calendaring, docket control, and case management; legal marketing; and file and law library management. This course includes Clio's Boutique Plan cloud-based software, which allows students to learn a variety of skills. Other highlights include new ethics-related case reviews, up-to-date forms, charts, and checklists that illustrate important concepts relating to paralegals in the law office, and hands-on exercises.

**Textbook:** Practical Law Office Management 4<sup>th</sup> Ed. – Donnes - ISBN: 9781305577961

### **Course objectives:**

Throughout the course, you will meet the following goals:

- Discuss the different types of law practices and the titles and duties of each member of the legal team.
- Distinguish between office administration and practice management.
- Explain the attorney–client privilege and to whom it applies.
- Differentiate between timekeeping and billing.
- Explain how a poor docket control system leads to ethical and malpractice claims.
- Discuss why file management is important.

### **Contents:**

Ch 1: The Legal Team, Law Practices, and Law Firm Governance

Ch 2: Legal Administration and Technology

Ch 3: Ethics and Malpractice

Ch 4: Client Relations & Communication Skills

Ch 5: Legal Fees, Timekeeping, and Billing

Ch 6: Client Trust Funds and Law Office Accounting

Ch 7: Calendaring, Docket Control, and Case Management

Ch 8: Legal Marketing

Ch 9: File and Law Library Management

### **Grading Scale**

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = under 59%

### **Grade Weighting**

Chapter Quizzes..... 70%

**Final Exam ..... 30%**

**100%**